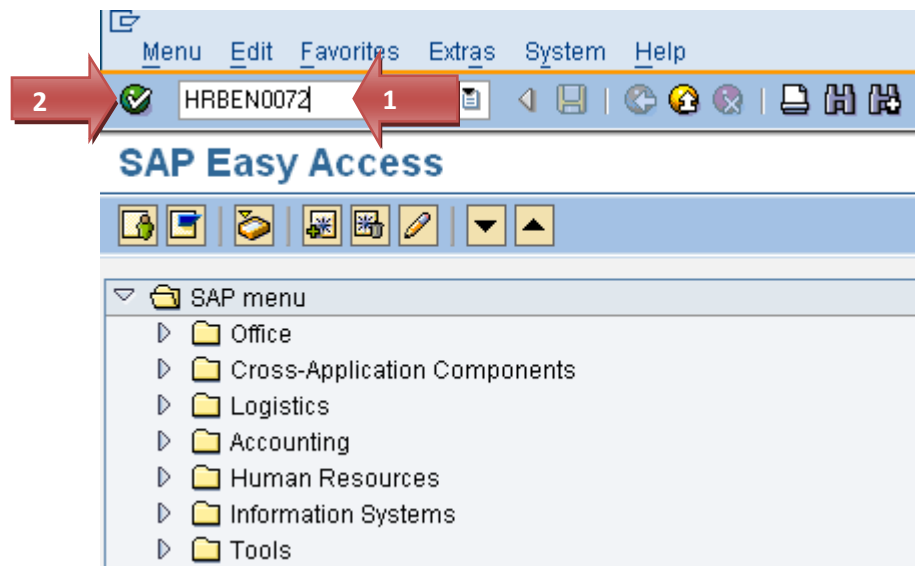
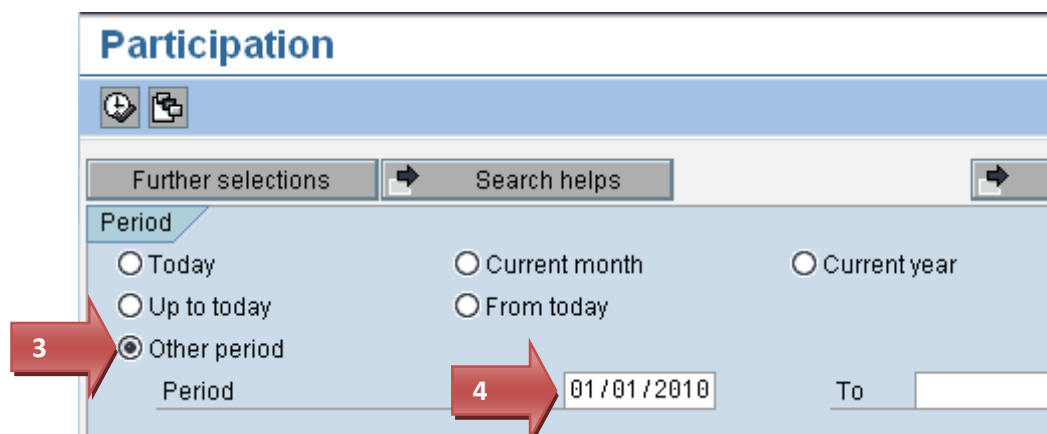


## BENEFITS PARTICIPATION REPORT

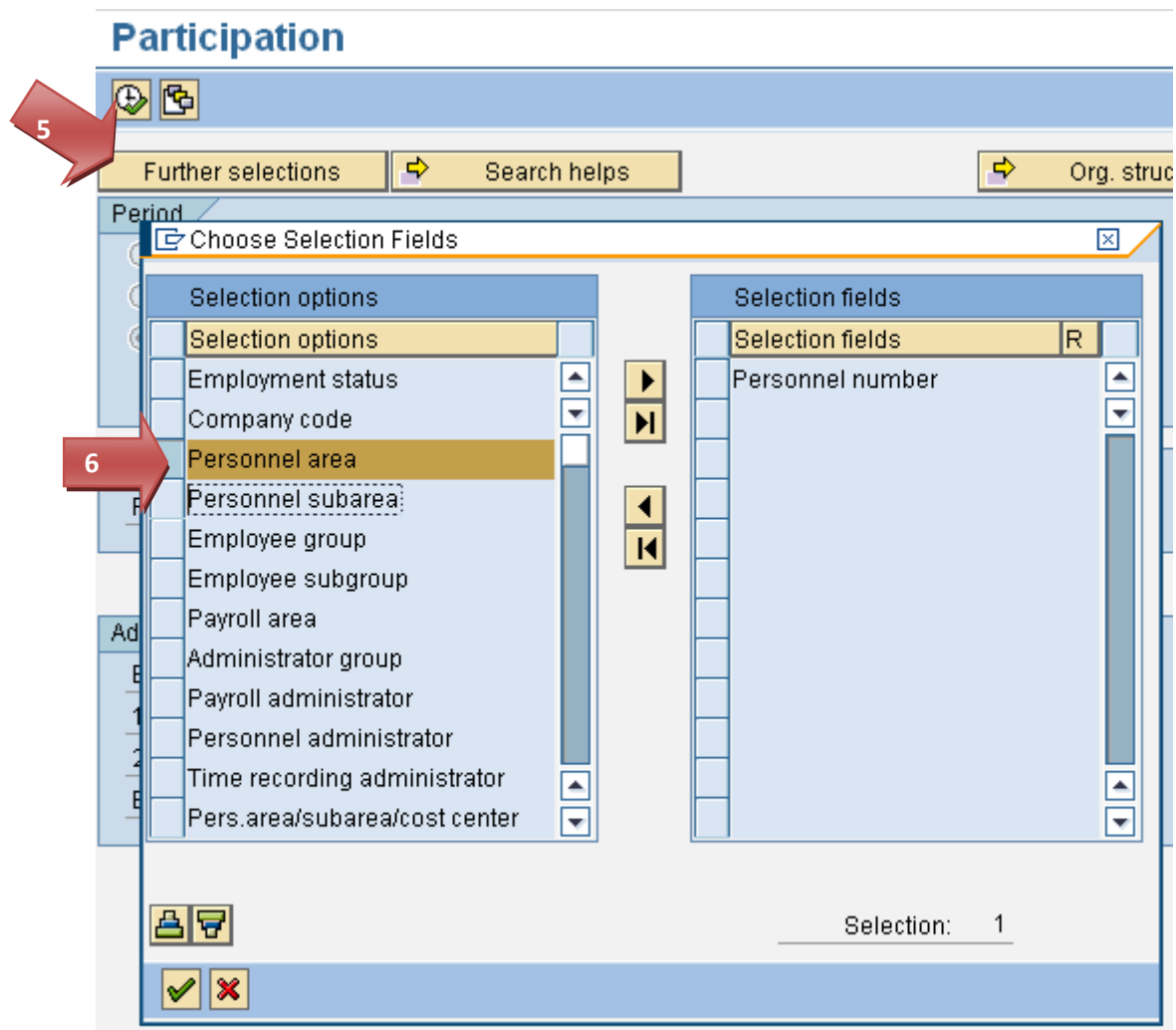
This job aid provides a guide to running a Benefits Participation Report in the OSC HR/Payroll system. This is not a BI report. The Benefits Participation Report can tell you in real time who in your organization (whom you have security to) are enrolled in a specific plan(s).



1. Enter the transaction **HRBEN0072**.
2. Press enter or click the green check.



3. Select **Other period**.
4. Enter the date **01/01/2010** for Annual Enrollment participation.



5. Select **Further selections**.
6. Select **Personnel** area under the Selection options.

Choose Selection Fields

Selection options		Selection fields
Selection options		Selection fields R
Employment status		Personnel number
Company code		Personnel area
Personnel subarea		
Employee group		
Employee subgroup		
Payroll area		
Administrator group		
Payroll administrator		
Personnel administrator		
Time recording administrator		
Pers.area/subarea/cost center		
Employee group/subgroup		

Selection: 2

8

7. Click the arrow to move the **Personnel area** to the Selection fields section.
8. Press Enter or Click the green check.

### Participation

Further selections Search helps Org

Period

☐ Today
 ☐ Current month
 ☐ Current year

☐ Up to today
 ☐ From today

☒ Other period

Period  To

Selection

Personnel Number

Personnel area

9

9. Select your **Personnel area**.

**NOTE:** The report does not seem to run unless your personnel area is selected.

**Participation**

Further selections   Search helps   Org. struc

**Period**

☐ Today   ☐ Current month   ☐ Current year  
☐ Up to today   ☐ From today  
☒ Other period

Period  To

**Selection**

Personnel Number

Personnel area

**Additional selection**

Benefit area

1st Program Grouping  to

2nd Program Grouping  to

Benefit plan

10. Select the benefit plan or plans you want to view employees' participation.

**NOTE:** In this example you would get a list of employees enrolled in the Core AD&D plan effective January 1, 2010.

11. Execute the report.